

**REQUEST FOR MORE INFORMATION ABOUT YOUR HOMEOWNER'S
PRINCIPAL RESIDENCE EXEMPTION CLAIM**

Example

May 17, 2004

SS#: *<Your Social Security No.>*

PARCEL ID: *<Your Parcel ID>*
PROPERTY ADDRESS: *<Your property address>*
LOCAL UNIT: *<Your local unit of government>*
REVIEW YEARS: 2001, 2002, 2003 & 2004

Your claim for homeowner's principal residence exemption on the above address has been selected for review. Please submit information regarding the property identified above. **Your homeowner's principal residence exemption may be denied if you do not respond to this letter within 30 calendar days.**

Please provide documentation to substantiate that you occupied the above parcel as your principal residence. Principal residence is the dwelling you own and occupy as your permanent home and any unoccupied land classified as residential which is adjacent and/or contiguous to your principal residence. It is the place you plan to return to whenever you go away.

Acceptable documentation includes but is not limited to a copy of your driver's license and/or voters registration records, cancelled checks listing the property address, statements such as medical, bank or charge account, income tax records indicating the mailing address, and insurance policies. Verification must be dated between January 1 and May 2 for each of the above years the referenced property was your principal residence. A separate letter will be sent on each parcel for which you have claimed an exemption.

Failure to provide support for any of the above years may result in your exemption for that year being denied.

Mail to Michigan Department of Treasury, Homeowner's Principal Exemption Section, P.O. Box 30440, Lansing, Michigan 48909. A return envelope is enclosed. If you have additional questions, you may call (517) 636-4320 or 1-800-827-4000.